



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

REVENUE DATA WORKFLOW SPECIALIST II

Job Number: 20001803

Job Code: 95460V151201

Job Group: 9500 - REVENUE

Job Established: 08/16/1999

Job Revised: 12/01/2015

Grade: 11 Salary (MIN - MID):

\$13,581-\$17,990 - Hourly

\$2,206.92-\$2,923.38 - 37.5 Hr. Monthly Salary

\$2,354.04-\$3,118.28 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Handles difficult exceptions that occur in the workflow process by utilization of a personal computer to review unidentified electronic images of tax documents that have been routed to a workflow queue by the imaging/scanning equipment to ensure accuracy and completeness of data contained on the form. Identifies, transcribes, retrieves and/or modifies source data that are unrecognized in the imaging process or that have low scanner confidence and corrects the data. Reviews transactions where the payment and returns are out of balance and makes appropriate decisions. Monitors work of temporary staff during peak income tax processing periods; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of college or university with a bachelor's degree.

EXPERIENCE:

Must have two years experience in tax processing, tax administration, or business administration.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in tax processing, tax administration, or business administration will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Works assignments prioritized into nine queues, with each queue presenting a unique situation. Conducts professional level examinations of returns and documents that have been flagged by the MFE including sales, withholding, accounts receivable, and unemployment insurance. Determine accuracy of the return or document and payment. Determines the extent of liability due on the return or document. Corrects the return that does not pass basic edits. Prepares reports and recommends refunds or assessments based on the review of the document. Prepares correspondence to the taxpayer explaining any adjustment that is made to the document. Reviews transactions with the correspondence routed to workflow queue. Trains new employees in the workflow process. Works the payment balancing queue to resolve or accept out-of-balance transactions and applies total remittance amount to appropriate accounts. Assists in other areas of document processing.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically perform duties in a document processing center.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.